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| **Meeting:** Literacy Workgroup | | | **Roles:** Note Taker: | | **Timekeeper:** |
| **Date:** March 8, 2012 | | **Start Time:** 9:00 | **End Time:** 4:00 | |  |
| **Location:** Holiday Inn Express Western Ave | | | **Participants:** | | |
| 9:00 | **Topic: Welcome**   * **Key Points:** * Welcome Back * New Member welcome * Inclusion activity * Review agenda and Norms * **Questions:** * Are there any additional topics that need to be addressed? | | **Process:**   * ‘I’m in’ * Dialogue * Discussion | **Outcome:**  **To Do:** | |
| 10:00 | **Topic: Elephant in the Room**   * **Key Points:**   + Brief Historical Timeline   + Reinventing Ourselves * **Questions:** * How do we see the role of the literacy workgroup? Currently? In the future? * Has/have the current directives been fulfilled? * Looking to the future of the network including the PLC (professional learning center), how does our work evolve, change or diminish? | | **Process:**   * Dialogue * Discussion | **Outcome:**  **To Do:** | |
| 11:30 | LUNCH | | | | |
| 12:30 | **Topic: Now What?**   * **Key Points:** * Develop a structure for the ‘new’ Literacy Workgroup if decided * **Questions:** * If the literacy workgroup is to continue, what should our work:   + Be Defined as   + Look Like   + Be Structured * What would the vision/mission be as we move forward? | | **Process:**   * Small group develop * Share * Dialogue * Discussion | **Outcome:**  **To Do:** | |
| 2:00 | **Topic: Logistical Components**   * **Key Points:**    + Membership   + Meeting Frequency * **Questions:** * What recommendations can we make for requirements of membership? * What frequency of meeting do we believe we need in order to accomplish our goals? Is it variable? | | **Process:**   * Dialogue | **Outcome:**  **To Do:** | |
| 3:45 | **Topic: Wrap-up**   * **Key Points:**   + Debrief and recap * **Questions:** * Focus questions for Day 2: Reading Materials | | **Process:**   * Activity: Quotes and our work: What does the quote mean? How does the quote relate to our new vision/mission of the ‘New Literacy’ Workgroup? * Dialogue | **To Do:** | |

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| **Date:** 3/9/12 | | **Start Time:** 9:00 | **End Time:** 12:00 |  |
| **Location:** Holiday Inn Express Western Ave | | | **Participants:** | |
| 9:00 | **Topic: Welcome**   * **Key Points:** * Inclusion Activity * Review Agenda * Pluses and Wishes from previous day * **Questions:** * Do we need to make modification in today’s group process? * Do we need to make modification to today’s agenda? | | **Process:**   * Dialogue | **Outcome:** |
| 10:00 | **Topic:** Text Based Dialogue   * **Key Points:** * Wiki * Assessment Text * **Questions:** | | **Process:**   * Activity * Dialogue * Discussion |  |
| 11:00 | **Topic:** New Text Research   * **Key Points:** * Research based Literacy Text for us:   + Requirements   + Explicit/Direct Reading Instruction for Student With Disabilities   + Other | | **Process:**   * Dialogue * Discussion * Internet Research | **Outcome:** |
| 11:30 | **Topic: Wrap-up**   * **Key Points:** * Other items * Pluses and Wishes * **Questions:** * Are there any other items in which we need to engage in a dialogue or discussion? * What are some things we as a group appreciated or things that supported our learning? * What are some things we wish the group had done more of, less of, or differently? | | **Process:**  Dialogue  **Activity:**  Individual Reflection Write pluses and wishes on sticky notes and leave on tables. | **Outcome:** |